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Approved For Release 2000/08/15 : CIA-RDP79-01590A000400040001-8

19 December 1977

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MEMORANDUM FOR: Director of Training

FROM:

[REDACTED]
Course Administrator

SUBJECT: Course Report - Administration Directorate
Review: Trends and Highlights No. 1-78,
6-9 December 1977 (U)

1. (U) Course Objective

The objective of this course is to update DDA Careerists' awareness and understanding of current activities, problems, and trends in the Directorate of Administration and its components.

2. (C) Course Design and Content

In order to achieve this objective, a basic curriculum was provided reflecting the missions and functions of the Directorate of Administration. Developments within this subject area were discussed by representatives of all eight directorate offices, along with guest speakers from the DDA Special Support Staff, Information Systems Analysis Staff, Information and Privacy Staff, Office of General Counsel, and the Directorate of Operations. A centralized form of registration for student enrollment was implemented by the newly organized Records and Registration Branch of OTR. The efforts of this office did much to ensure a good student cross section from all offices within the directorate. Further information regarding students may be found in Attachments 2 and 3.

I made the following changes to the 63rd running in an effort to inject new and meaningful information into the course:

a. The time normally allocated for a formal reading period was transferred to a presentation by Mr. [REDACTED] Chief of Benefits and Services Division. Many students read course-related materials during their free time.

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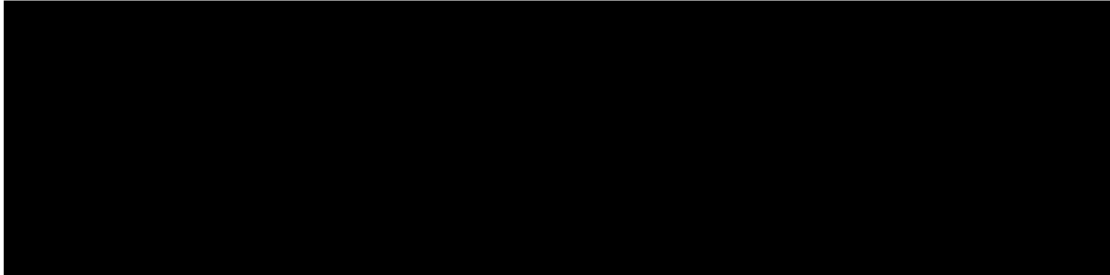
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Trends and Highlights No. 1-78, 6-9 December
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c. A review of student evaluations from previous course runnings indicated a desire for more relevant audiovisual material. In an attempt to meet this need, I added the videotape, "Intelligence--A Need to Know."

Student responses to these changes, as indicated by in-class participation and end-of-course evaluations, reflected a high level of appreciation and interest. A copy of the course outline is enclosed as Attachment 1 to this report.

3. (C) Student Evaluation

a. Using a scale from 1 to 7, students gave the course an overall evaluative rating of 5.96.

b. Presentations considered most effective were:

- (1) "FOIA and Privacy Acts"
- (2) The communications facility tour
- (3) "Security in CIA Today"
- (4) "Guidance and Counseling"
- (5) "Benefits and Services"
- (6) "Logistical Support"

4. (C) Course Administrator's Comments

I believe the basic curriculum format helped the course to achieve its objective. Meaningful information

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flowed effectively between speakers and students. Students appreciated both the content of the course and the opportunity to gather away from their offices.

I feel that a good deal of learning occurred during this course. My assumption is based on observations of student behaviors which, in my opinion, reflected an increase in their levels of awareness and understanding of DDA activities. I observed a daily increase of student in-class involvement. Students also participated in many discussions out of class in which they exchanged views, ideas, experiences, and freely admitted to personal feelings of educational growth as a result of information received in the course. I believe that the written student evaluations (Attachment 4) enclosed with this report validate my observations.

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Attachments:

- 1 - Course Schedule (C)
- 2 - Course Roster (C)
- 3 - End-of-Course Data (U)
- 4 - Student Evaluations (C)

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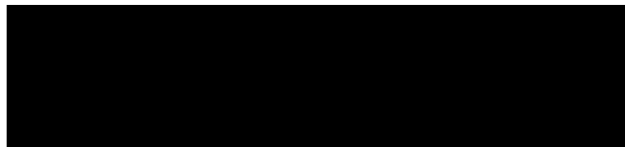
ADMINISTRATION DIRECTORATE REVIEW:

TRENDS AND HIGHLIGHTS

Course Number 5-77

(Sixty-third Running)

6-9 December 1977



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Course Administrator:

Training Assistant:



OFFICE OF TRAINING

Room 926, Chamber of Commerce Building
Extension 2452

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Course Objective

The objective of this course is to update DDA Careerists' awareness and understanding of current activities, problems, and trends in the Administration Directorate and its components.

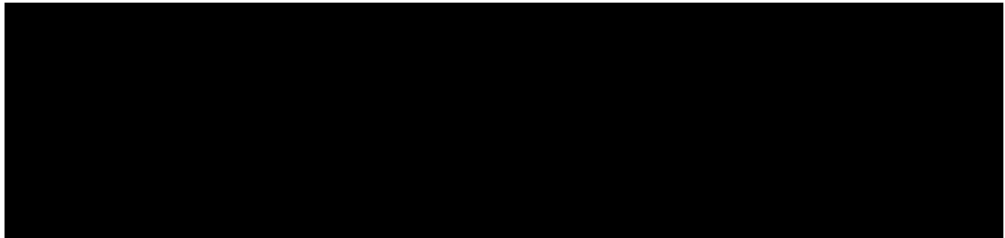
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TUESDAY, 6 December

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0900-0930 Check-in and Administrative Details

0930-0950



0950-1015 Course Objectives and Introduction

Course Administrator

We will spend a few minutes talking about the course objectives and what you can look forward to during the coming four days.

The following reading materials are available during the course:

DDA Functions Booklet (December 1976)
MBO in the DDA (March 1976)
DDA Personnel Management Handbook (April 1975)
DDA Administrative Instruction No. 76-2
DDA Upward Mobility Program (Project AIM)
DDA EXCHANGES (October 1977)

1015-1115 A Status Report on the Agency and the Intelligence Community

Briefing Officer,
Office of Training

Our speaker will discuss the recent reorganization of the Agency and its relationship with the Community. He will in particular discuss the National Intelligence Tasking Center, the DDI/NIO merger, and the Budget and Evaluation Authority of the DCI.

1115-1200 Personnel Management

E. W. M. Janney
Deputy Director of Personnel
For Recruitment &
Placement

The Office of Personnel serves your career needs from the time you enter on duty until your retirement. Mr. Janney will discuss his office and the major policy decisions that have changed personnel management in the past few years.

1200-1300 LUNCH

TUESDAY, 6 December (continued)

1300-1400

Equal Employment in DDA

The Director of Central Intelligence is firmly committed to achieving equal employment for all CIA employees. During this session, our speaker will discuss CIA's program for assuring equal employment opportunity and the progress to date toward raising the level of minority employment. In addition, the complaint system for those who feel they have been discriminated against because of race, color, religion, sex, age, or national origin will be explained.

~~DDA/EEO Officer~~
Deputy Director,
Office of EEO

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1415-1515

Benefits and Services in the Agency

A brief review of the most significant employee benefit programs and what they provide to you and your family. There will be an opportunity for you to ask questions on life and health insurance, workers' compensation for job related injuries or illness, the overseas medical program, casualty assistance, awards, and the Employee Activity Association.

Chief, Benefits
and Services
Division

25X1A

1530-1630

Training for Tomorrow

The Office of Training plays a key role in helping Agency personnel to maintain high performance standards. The training available to Agency employees will be reviewed with special emphasis on the courses that are most useful to DDA careerists.

Deputy Director,
Office of Training

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encourages your questions about specific courses and the Office.

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1630-1830

SOCIAL HOUR & DINNER

1900-2015

Freedom of Information and Privacy Acts

The Freedom of Information Act and the more recent Privacy Act have already had considerable impact on the working methods and procedures of government agencies, including the CIA. Our speaker will examine the purposes and requirements of the Acts and will explore some of the problems they raise for management and personnel in the future.

Chief, Information
and Privacy Staff

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Wednesday, 7 December

SECURITY

This morning's presentations will focus on the challenging effort to maintain personal, physical, and technical security at Headquarters and abroad.

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0900-1030

Security in CIA Today

Our speaker will present a broad overview of the missions and functions of the Office of Security, touching on new developments and current trends in the many facets of security. He will examine new challenges and the changing nature of the serious security threat that faces the Agency today.

[REDACTED]
Deputy Director,
Office of Security

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1045-1200

Technical Countermeasures

During this one and one-half hours, we will see a demonstration of the countermeasures used in the effort to prevent, detect, or neutralize the efforts of hostile intelligence services to penetrate U.S. installations abroad.

[REDACTED]
Technical Security
Division, Office
of Security

25X1A

1200-1300

LUNCH

1300-1430

Records Management Programs in the Agency

The Agency-wide records management programs, directed by the Information Staff, involve a multiphased process. [REDACTED] will acquaint you with these programs which involve the creation, use, maintenance, disposition, disposal, or preservation of records.

[REDACTED]
Chief, Information
Systems Analysis
Staff

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1445-1615

Guidance and Counseling

Our speaker will discuss the assistance offered by the Psychological Services Staff in a number of guidance and counseling areas. [REDACTED] expand on his article [REDACTED] which appeared in the October issue of DDA Exchange.

[REDACTED]
Psychologist,
Psychological
Services Staff,
Office of Medical
Services

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1630-1830

SOCIAL HOUR & DINNER

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Wednesday, 7 December (continued)

1900-2015

Jurisprudence and CIA

Our speaker will discuss the issues creating the recent investigations of the Agency and changing political attitudes about intelligence and national security affairs. The changing legal climate as well as new legislation impacting on the Agency and its involvement in the courts will also be discussed.

Office of the
General Counsel

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THURSDAY, 8 December

0830-0915 FILM: "Printing for Intelligence"

0930-1030 Logistical Support of Agency Activities

Our speaker will address the Office of Logistics' role in support of Agency operational activities with emphasis on specific recent projects. Additionally, the changing image of Logistics will be discussed with respect to current trends such as decline of overseas positions, increased automation, and increasing impact of other federal regulatory agencies.

Executive Officer,
Office of Logistics

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1045-1200 Financial Operations in CIA

The job of administering finances is complex; and, given the increasing pressures on the federal government to account for every dollar and cent, accurate financial operations are critically important. Mr. Yale will discuss the new techniques, such as computer automation, used by the Office of Finance to accomplish this mission.

Deputy

~~Thomas B. Yale~~
Director of
Finance

1200-1300 LUNCH

COMMUNICATIONS

This afternoon representatives of the Office of Communications will acquaint you with CIA's complex communications network.

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1300-1315

1315-1415 The Agency's Communications

Communications are a vital link in all activities of the Agency, both at Headquarters and overseas. Our speaker will describe the various forms of communications handled by his office, the types of equipment employed, and the outlook for the future in terms of advancing technology.

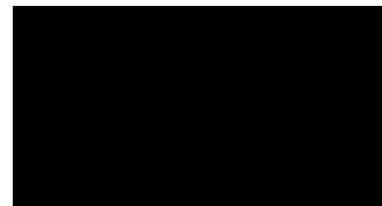
Deputy Director
of Communications

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THURSDAY, 8 December (continued)

1430-1615 Training in Agency and Staff
Communications



1615-1630

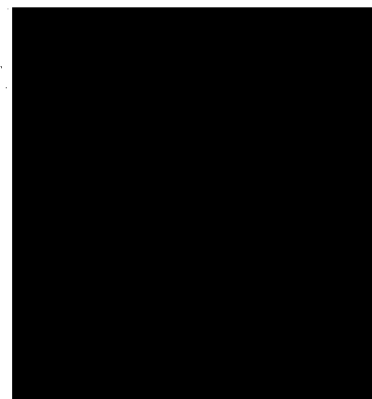
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1630-1830 SOCIAL HOUR & DINNER

1830-1900 FILM: "Intelligence, A Need to Know"

1900-2015 DDA Support to Overseas Operations

A panel of senior DDA and DDO officers will explore the operational and administrative support to overseas stations provided by the Administration Directorate. This support, which ranges from management of overseas installations to communications, will be illustrated through a discussion of actual case studies.



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Friday, 9 December

0830-0900 FILM: "The Ultimate Machine"

This is a film about automated data processing and its various techniques and uses.

0915-1015 Computer Support to Agency Activities

Clifford D. May
Director of Data
Processing

The computer has far-reaching applications as an information processor, as an analytical tool, and as an aid to managers and management. Mr. May will acquaint you with current and projected uses of computer systems in the Agency and describe the role and responsibilities of his office. He will also describe some existing programs and how the Office of Data Processing can be helpful to you as a potential user of computers.

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1030-1200 Physical and Mental Health in CIA

The Office of Medical Services operates an extensive network of clinical, psychological, and psychiatric services at home and abroad. [REDACTED] will highlight various facets of this vital support to Agency people.

[REDACTED]
Chief, Professional
Services, Office of
Medical Services
Clinical Activities Division

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1200-1300 LUNCH

1300-1430 The Administration Directorate in Perspective

EO to

[REDACTED]
Michael J. Malanick
Acting Deputy
Director for
Administration

Mr. Malanick will discuss the current issues or problems that are affecting efforts to serve and support the Agency. He will speculate how these developments might change DDA activities over the next few years. Mr. Malanick would also like to discuss any questions about the DDA which are of particular interest or concern to you.

1445-1500 Final Administration and Course Evaluation

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)
 Course Report - Administration Directorate Review: Trends and Highlights No. 1-78, 6-9 December 1977

FROM: [REDACTED] Course Administrator 926 C of C		EXTENSION 2452	NO. DATE 20 December 1977
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. C/GITB 926 C of C	12/21	12/12	gan
2. ADD/IT 926 C of C	12/21	12/21	Ø
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11. Course Administrator			
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